


COAST GUARD NON-APPROPRIATED FUND ACTIVITY

DISHONORED CHECK NOTIFICATION

TO:

DATE: _____

SOCIAL SECURITY NO.								MAKER/INDORSER								RANK		ORGANIZATION															
PAYEE								BANK																									
REASON FOR RETURN																																	
DATE OF CHECK(S)								DATE RETURNED								AMOUNT OF CHECKS 																	
																CHECK #:																	
																CHECK #:																	
																CHECK #:																	
NAFA NAME AND TELEPHONE NO.																		BANK CHARGE															
																		NAFA SERVICE CHARGE \$25.00 PER CHECK															
																		REMIT THIS AMOUNT															

1. The above described check(s) was/were accepted by this NAFA, and on presentment, was/were dishonored for the reason indicated. An obligation arises to redeem the check(s) by immediate payment of the amount shown.
2. Issuance and return of the check(s) are presumed to result from error or oversight which you will want to correct by prompt payment. To accomplish this, you may make cash payment to the NAFA Officer or you may forward certified check, money order, or bank draft payable to the NAFA. If the check(s) was/were dishonored due to bank error, immediate action should be taken to advise the NAFA Officer and to request that the responsible bank report the error to the NAFA Officer.
3. If a bank error is not evident and payment is not received within ten (10) days from date of first notification, check cashing privileges will automatically be suspended for six months.
4. If restitution is not made within 10 days of this notice, your debt may be referred to Credit Reporting agencies and/or the U.S. Department of Treasury. If your debt is not paid off after an additional twenty days, we will refer your debt to the Coast Guard Pay Center for involuntary pay checkage.
5. A copy of this notification has been provided to your commanding officer.
6. Original checks will be returned upon receipt of payment in full.
7. If payment has been remitted, please disregard this notice.

TITLE

AUTHORIZED SIGNATURE

COAST GUARD NON-APPROPRIATED FUND ACTIVITY

DISHONORED CHECK NOTIFICATION

COMMANDING OFFICER

TO:

NOTICES MAILED TO:

DATE: _____

DATE OF
SECOND NOTICE: _____

DATE OF
FIRST NOTICE: _____

SOCIAL SECURITY NO.										MAKER/INDORSER										RANK		ORGANIZATION																	
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1. Assistance in collection of the above-mentioned dishonored check(s) is requested. Notice of dishonor was directed to the maker at the time this copy was prepared.
2. Request we be advised of the action taken. If the individual is no longer a member of your command, request information as to his new address, status, permanent home address, and any available information which will enable us to satisfactorily conclude this matter.
3. Original checks will be returned to the maker upon receipt of payment in full.

AUTHORIZED SIGNATURE

TITLE


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- The records indicate the above-mentioned check(s) has/have not been redeemed, although ten (10) days have elapsed since the original notice.
- Issuance and return of the check(s) are presumed to result from error or oversight which you will want to correct by prompt payment. To accomplish this, you may make cash payment to the NAFA Officer or you may forward certified check, money order, or bank draft payable to the NAFA. If the check(s) was/were dishonored due to bank error, immediate action should be taken to advise the NAFA Officer and to request that the responsible bank report the error to the NAFA Officer.
- The Uniform Code of Military Justice (Sections 801-940, Title 10 United States Code) provides that any person subject to the Uniform Code of Military Justice (UCMJ) who knowingly draws a check without sufficient funds shall be punished as a court martial may direct. It further provides that the failure of the drawer to pay the holder of the dishonored check, within five (5) days after receiving notice of default is prima facie evidence of intent to defraud or deceive and of knowledge of insufficient funds. These provisions of the Uniform Code of Military Justice are not applicable when the check(s) is/are dishonored as a result of bank error. While the provisions of the UCMJ are applicable only to military personnel, in most jurisdictions similar provisions are applicable to civilians.
- If a bank error is not evident and payment is not received within ten (10) days from this notice, check cashing privileges will automatically be suspended for six months. When 2 or more checks for an individual have been returned within a 60 day period, no further checks will be accepted for one year.
- You may inspect or copy all exchange records pertaining to this debt. If you believe you have already paid this debt, please provide this office with documentation supporting your claim. If you feel the debt is invalid, please provide this office with your justification in writing.
- If you acknowledge the debt, you have the following payment options:
 - Lump sum cash payment.
 - One time pay checkage.
 - Initial down payment - pay balance in installments.
 - Installment payments of full amounts.
- Failure on your part to make restitution can result in our referring the debt to the U.S. Treasury Department, notification to a credit Reporting Agency, and referral to the pay center for pay checkage.
- A copy of this notification has been provided to your commanding officer.
- If payment has been remitted, please disregard this notice.

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